



DEPARTMENT OF THE ARMY  
HEADQUARTERS AND HEADQUARTERS COMPANY, 22D SIGNAL BRIGADE  
UNIT 29500  
APO AE 09175-9500

AETV-SBH-CO

12 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 2, Commander's Open Door Policy

1. The chain of command must be responsible to assist Service Members (SM) with issues or problems that occur. First-line supervisors are generally able to ensure that a SM's issue is addressed properly and in a timely manner.
2. SMs may request to see the Company Commander under this policy when:
  - a. their immediate chain of command cannot resolve the issue.
  - b. the issue adversely involves the SMs immediate chain of command.
3. On every occasion, the chain of command must be informed of the SM's intent to use this policy. The chain of command is structured to provide guidance, mentorship, and assistance and must be utilized to the best extent possible.
4. EAGER ELITES!

CHARLES D. SMITH  
CPT, SC  
Commanding

Distribution:  
A